

## STATE PROCUREMENT OFFICE

SPO Vendor List No. 01-26  
Includes VL Changes 1 - 7  
Revised 3/15/04

### **QUALIFIED PROVIDERS FOR IT PROFESSIONAL SERVICES**

(PN-01-035-SW) (PN-01-117-SW) (PN-02-100-SW) (PN-03-160-SW)

**Effective Date: February 1, 2001 (No Expiration Date)**

### **VENDOR LIST USERS**

All state agencies of the Executive, Legislative and Judiciary branches may use this vendor list. *Use of the list, however, is not mandatory.* A department may continue to develop its own list of qualified providers, pursuant to chapter 3-122, subchapter 7, procurement of professional services, Hawaii Administrative Rules (HAR) or purchase the service by other appropriate methods of source selection listed in chapter 3-122, subchapter 4, HAR.

### **IT PROFESSIONAL SERVICES TASKS**

The specific tasks listed are the result of responses to requirement circulars issued by the Department of Accounting and General Services (DAGS), Information and Communication Services Division (ICSD). A total of 188 tasks are listed along with approximately 187 qualified providers.

The providers on this list can be used to acquire services only. Hardware and software are excluded.

### **ATTACHMENTS**

1. ICSD Information Form, SPO Vendor List No. 01-26\*
2. SPO Form-12 (6/98), Complaint to Vendor (also available on the web)\*\*
3. List of Service Providers (w/ vendor information)\*\*\*
4. List of Tasks by Task Numbers with Service Providers (w/ ID Numbers)\*\*\*
5. List of Service Providers by ID Numbers with Tasks (w/ Tasks Numbers)\*\*\*

(\*) For informational and statistical reasons, agencies using this list are requested to complete and submit the attached form directly to ICSD.

(\*\*) All complaints are to be made in writing and routed to the State Procurement Office. The written information should include the reason for the complaint and/or details or circumstances leading to the complaint. Complaint forms submitted will be forwarded to ICSD for their information and file.

(\*\*\*) Due to the size of the data, agencies are requested to download these lists from the SPO's website: [www.spo.hawaii.gov](http://www.spo.hawaii.gov); click on "Price List and Vendor List" accessible from both the **Awards** and the **Hawaii Public Procurement Code, Chapter 103D, HRS** menus. At the search screen, enter the List Title or the SPO Vendor List number.

### **HAR REFERENCES**

The required public notice has been published [§3-122-64, HAR]. The DAGS, ICSD, served as the review committee and evaluated the statements of qualifications to determine the qualified vendors [§3-122-65, HAR].

**Users of this vendor list are reminded to follow the requirements of §3-122-65(b), (c) and (d), HAR.** The selection of a provider is ultimately the agency's responsibility.

**Users of this vendor list are also reminded that pursuant to §3-122-112(a), HAR, the following certificates are required for contracts \$25,000 or more:**

- **Certificate of Tax Clearance (DoTax)**
- **Certificate of Compliance (DLIR)**
- **Certificate of Good Standing (DCCA)**

Copies of the Procurement Directives No. 2003-01, dated 6/16/03 and No. 2003-06, dated 12/5/03, addressing these requirements can be downloaded from the SPO website at [www.spo.hawaii.gov](http://www.spo.hawaii.gov); click on **Act 52/2003 Information and Guidelines**.

## **POINT OF CONTACT**

### Point of Contact

For **general procurement** questions or complaints:

- Donn Tsuruda-Kashiwabara, DAGS-SPO
- e-mail: [donn.tsuruda-kashiwabara@hawaii.gov](mailto:donn.tsuruda-kashiwabara@hawaii.gov)

### Telephone

586-0565

### Facsimile

586-0570

For **procedures on procurement of professional services**:

- Justin Fo, DAGS-SPO
- e-mail: [justin.fo@hawaii.gov](mailto:justin.fo@hawaii.gov)

586-0577

586-0570

For **technical questions** through your department's DP coordinator:

- Wayne Sasaki, DAGS-ICSD
- e-mail: [wayne\\_sasaki@state.hi.us](mailto:wayne_sasaki@state.hi.us)

586-1940

586-2337

## **VENDOR LIST CHANGES**

Any changes made to the Vendor List, such as name changes, changes to contact person, mailing address, e-mail address, and phone and/or facsimile numbers, must be channeled through the SPO. The vendors that are contacted by an agency and request that change(s) to the information on the Vendor List be made, must be directed to the SPO for further instructions.

## **PRICE LIST AVAILABLE ON THE INTERNET**

The price list is available at the SPO website: [www.spo.hawaii.gov](http://www.spo.hawaii.gov). "Click" on Price List and Vendor List in either the Hawaii Public Procurement Code, Chapter 103D, HRS or the Awards menu. Agencies that do not have access to the Internet may request for diskette copies of the Vendor List. For more information on obtaining electronic copies, please contact your department's DP coordinator or Mr. Wayne Sasaki, DAGS-ICSD.

/s/ Robert J. Governs  
ROBERT J. GOVERNS, CPPB  
Procurement Officer

ICSD INFORMATION FORM

IT PROFESSIONAL SERVICES

SPO Vendor List No. 01-26

State Agency: \_\_\_\_\_

Contact Person/Phone No. \_\_\_\_\_

Provider: \_\_\_\_\_

Provider ID No. \_\_\_\_\_

Task Number: \_\_\_\_\_

Estimated Contract Amount: \$ \_\_\_\_\_

Task Number: \_\_\_\_\_

Estimated Contract Amount: \$ \_\_\_\_\_

Task Number: \_\_\_\_\_

Estimated Contract Amount: \$ \_\_\_\_\_

**STATE OF HAWAII  
COMPLAINT TO VENDOR**

Date: \_\_\_\_\_

Number: \_\_\_\_\_

**AGENCY INFORMATION**

NAME OF AGENCY SUBMITTING COMPLAINT		AGENCY ADDRESS

CONTACT PERSON NUMBER		TELEPHONE

CONTRACT REFERENCE (Purchase Order, IFB, or RFP No.) :
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DATE OF CONTRACT OR PURCHASE ORDER CONSTRUCTION		DESCRIPTION OF THE GOODS, SERVICES, OR

**VENDOR INFORMATION**

VENDOR NAME AND ADDRESS:	
VENDOR CONTACT:	TELEPHONE NUMBER:

**NATURE OF COMPLAINT**

THE ABOVE AGENCY IS DISSATISFIED WITH VENDOR FOR THE FOLLOWING REASONS:

**VENDOR'S REPLY**

PLEASE RESPOND TO THE AGENCY IN THE SPACE PROVIDED BELOW. RETURN THIS ORIGINAL FORM TO THE AGENCY ADDRESS LISTED ABOVE WITHIN SEVEN (7) WORKING DAYS.	
VENDOR SIGNATURE:	
TITLE:	DATE OF REPLY: